



## State of Nevada – Department Of Personnel

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### CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
<b>VICE PRINCIPAL</b>	<b>37</b>	<b>B</b>	<b>5.104</b>

#### DEFINITION OF THE CLASS:

Under direction, assists in the planning, development, organization and supervision of a comprehensive academic, vocational and athletic education program; provides direct counseling to students in a state institution; and does related work as required.

EXAMPLES OF WORK: (The following is used as a partial description and is not restrictive as to duties required.)

Assists the principal in the development, revision, enforcement and/or evaluation of: the educational curriculum; overall school rules, policies and procedures; instructional goals, objectives and methods; books, equipment and other educational materials; and assists with staff development and evaluation in order to promote the educational well-being of students and to maintain an effective learning climate which meets the requirements of Nevada school law and federal and state law pertaining to the agency. Prepares and maintains necessary reports and records in order to meet agency, state and federal requirements for the school.

Gathers and maintains records of credits earned by individual students in order to determine whether the students are progressing towards meeting graduation, G.E.D or Adult Diploma requirements.

Provides counseling services to assist student in overcoming problems that affect their educational development. Counseling includes but is not limited to: assisting students in self evaluation of aptitudes and abilities through available data and test scores; assisting students and staff in the creation of educational and occupational plans based upon evaluations; maintaining a file of catalogues, school profiles, vocational training programs, scholarship and other educational information to acquaint students with the opportunities and requirements of postsecondary schools and vocations; assisting students in making applications to postsecondary schools to include financial aid where applicable; preparing follow-up studies of former students to evaluate the effectiveness and to improve the school's programs and services; assisting in the development and implementation of reasonable rules for classroom behavior and discipline procedure; establishing and maintaining communication lines between students and staff regarding both academic and behavioral progress of assigned students; working with teachers, homelife and administrative staff to improve the educational prospects and social development of students; arranging conferences between students, faculty and/or homelife staff as a follow-up to incident reports; and working with students, faculty, homelife staff, psychologist and administrators on problems relating to student behavior including enforcement of discipline and disciplinary proceedings.

Directs the school's athletic program by meeting with other league directors to develop schedules and to solve mutual problems; developing schedules and support services for football, basketball, track and wrestling to include pre-season games and meets; arranging all accommodations, meals and travel for teams; working with other staff to assure that home games have necessary personnel to do such things as operate clocks, keep score, and take tickets; seeing that officials are paid prior to game time; working with coaches to provide recognition activities for deserving athletes; accounting for the issue and storage of equipment; and caring for facilities.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These may be acquired on the job and/or needed to perform the work assigned.)

Thorough knowledge of and ability to adapt modern teaching principles, techniques and methods of academic and vocational education to the institutional setting. Thorough knowledge of principles, techniques and methods of assessing individual learning capacities and requirements.

Ability to interpret and to assist staff in attaining program objectives. Ability to develop, implement and assist or counsel students and staff in meeting social, behavioral and educational goals. Ability to direct an athletic program at the high school level.

ENTRY KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Working knowledge of modern teaching principles, techniques and methods of academic and vocational education in an institutional setting. Knowledge of and ability to recognize incidents that require immediate attention through counseling or other appropriate action. Knowledge of Nevada school law, federal regulations and state regulations pertaining to the agency. Knowledge of all aspects of school administration and supervision. Specific knowledge of graduation requirements and ability to interpret test scores and to direct students in correct assignments and schedules. Knowledge of the U.S. Constitution and Nevada constitution.

EDUCATION AND/OR WORK EXPERIENCE:

Graduation from an accredited college or university with a Master's degree and 18 semester hours of credit in graduate courses in school administration, to include: administration and organization of schools; supervision of instruction; evaluation and development of personnel; school finance; and school law plus three years of teaching experience at K-12 level.

LICENSE:

1) Possession of a valid Nevada teacher's elementary, secondary or special license. 2) Possession of a valid Nevada provisional or limited school administrator endorsement is required at the time of appointment. Applicants with only a provisional endorsement must obtain a limited or professional school administrator endorsement prior to the expiration of the provisional endorsement. A professional school administrator endorsement is required to continue in the position after the expiration of the limited endorsement.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

5.104

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